

E-7

HARRISON ENGINEERING DEPARTMENT

Town/Village of Harrison
Alfred F. Sulla, Jr. Municipal Building
1 Heineman Place
Harrison, New York 10528

Michael J. Amodeo, P.E., CFM
Town Engineer



February 27, 2015

Supervisor Ron Belmont and
Members of the Town Board
Town of Harrison
1 Heineman Place
Harrison, New York 10528

Re: Millennium Strategies – Grant Writing Services

Dear Supervisor Belmont and Members of the Town Board:

Town Board authorization is requested for an all-inclusive professional services contract with Millennium Strategies for Grant Writing Services at a cost not to exceed \$36,000.00. A summary of the services provided under this authorization include (copy attached):

- Townwide evaluation of funding efforts
- Notification of all funding opportunities
- Preparation and submission of all funding applications
- Act as liaison with all appropriate officials
- Attendance at designated funding meetings
- Coordinate grant administration upon award to ensure compliance

Further funding for this contract is available in the Engineering Department Operating Account #1440-0407 (Special Services).

Finally, authorization is requested for the Purchasing Department to issue a Purchase Order payable to Millennium Strategies at an amount not to exceed \$36,000.00. This contract will be billed monthly.

Respectfully submitted,

Michael J. Amodeo, P.E., CFM
Town/Village Engineer

MJA/fmb

Cc: Purchasing Department

Attachment

G:\Grants\Millennium Contract to Town Board 022615.docx